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ABSTRACT

A checklist and breakdown of skills for banking, maintenance, and work adjustment are presented for mentally retarded students in a work activity center. Banking is arranged in skills in the following areas: operating a calculator and understanding procedures for a checking and savings account (deposit slips, money oders, withdrawals). Maintenance skills are listed according to cues and responses for such tasks as sweeping, mopping, dishwashing, and vacuuming. The final section is a work adjustment skills record of such aspects as nontask behavior, promptness, and requests for assistance. (CL)

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BANKING SKILLS (1)

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Operate a Calculator

Terminal objective: Client identifies and operates all keys on calculator

I. Client turns on/off the calculator

1. turns on calculator
2. turns off calculator

II. Client finds all signs on calculator

1. finds the digit 1
2. finds the digit 2
3. finds the digit 3
4. finds the digit 4
5. finds the digit 5
6. finds the digit 6
7. finds the digit 7
8. finds the digit 8
9. finds the digit 9
10. finds the digit 10
11. finds clear (C)
12. finds equal (=)
13. finds add (+)
14. finds subtract (-)
15. finds multiplication (X)
16. finds division (÷)
17. finds decimal (.)

Addition on Calculator

Terminal Objective: Client solves simple addition problems on calculator

I. Solves addition problems - one and two digit numbers

1. punches in top number correctly
2. punches (+) key
3. punches in bottom number correctly
4. punches (=) key
5. records answer correctly

II. Solves addition problems - 2 and 3 digit numbers

1. punches in top number correctly
2. punches (+) key
3. punches in bottom number correctly
4. punches (=) key
5. records answer correctly

III. Solves addition problems - 4 digit numbers

1. punches in top number correctly
2. punches (+) key
3. punches in bottom number correctly
4. punches (=) key
5. records answer correctly

IV. Solves addition problems - all of above with decimals

1. punches in any numbers up to decimal in top number
2. punches decimal (.) key
3. finishes number in top number
4. punches in (+) key
5. punches in any numbers up to decimal in bottom number
6. punches decimal (.) key
7. finishes number in bottom row
8. punches equal (=) key
9. records answer correctly

V. Solves addition problem - decimals up to 4 digits - up to five number in column

1. punches in any numbers in top number before decimal
2. punches in decimal (.)
3. punches the rest of number after decimal
4. punches (+) key
5. repeats 1-4 for each number following in column
6. punches (=) key
7. records answer correctly

Subtraction on the Calculator

Terminal Objective: Subtract up to 4 digit numbers with decimals on the calculator

I. Solve subtraction problems on calculator, 1 and 2 digit numbers

1. punches in top number correctly
2. punches in (-) sign
3. punches in bottom number correctly
4. punches in (=)
5. records answer correctly

II. Solve subtraction problems on calculator, 2 and 3 digit numbers

1. punches in top number correctly
2. punches in (-) sign
3. punches in bottom number correctly
4. punches in (=)
5. records answer correctly

III. Solve subtraction problems on calculator, 4 digit numbers

1. punches in top number correctly
2. punches in (-) sign
3. punches in bottom number correctly
4. punches in (=)
5. records answer correctly

IV. Solves subtraction problems on calculator, 1 to 4 digit numbers with decimals

1. punches in any top numbers up to decimal point correctly
2. punches in decimal point
3. punches in any top numbers after decimal point correctly
4. punches in (-) sign
5. punches in any bottom numbers up to decimal point correctly
6. punches in decimal point
7. punches in any bottom numbers after decimal point correctly
8. punches in (=) sign
9. records answer correctly

Multiplication on the Calculator

Terminal Objective: Multiply up to 4 digit numbers with decimals on calculator

I. Solve multiplication problems on calculator, 1 and 2 digit numbers

1. punches in top number correctly
2. punches in (X) sign
3. punches in bottom number correctly
4. punches in (=) sign
5. records answer correctly

II. Solve multiplication problems on calculator, 2 and 3 digit numbers

1. punches in top number correctly
2. punches in (X) sign
3. punches in bottom number correctly
4. punches in (=) sign
5. records answer correctly

III. Solve multiplication problems on calculator, 4 digit numbers

1. punches in top number correctly
2. punches in (X) sign
3. punches in bottom number correctly
4. punches in (=) sign
5. records answer correctly

IV. Solve multiplication problems on calculator, 1-4 digit numbers with decimals

1. punches in any numbers on top up to decimal point correctly
2. punches in decimal point
3. punches in any numbers on top after decimal correctly
4. punches in (X) sign
5. punches in any numbers on bottom up to decimal correctly
6. punches in decimal
7. punches in any numbers after decimal correctly
8. punches in (=) sign
9. records answer correctly

Division on the Calculator

Terminal Objective: Divide up to 4 digit numbers with decimals on the calculator

I. Solve division problems on calculator, 1 and 2 digit numbers

1. punches in dividend correctly inside
2. punches in (÷) key
3. punches in divisor correctly outside
4. punches in (=) key
5. records answer correctly

II. Solve division problems on calculator, 2 and 3 digit numbers

1. punches in dividend correctly
2. punches in (÷) key
3. punches in divisor correctly
4. punches in (=) key
5. records answer correctly

III. Solves division problems on calculator, 1-4 digit numbers with decimals

1. punches in any numbers in dividend up to decimal point correctly
2. punches in decimal point
3. punches in any number in dividend after decimal point correctly
4. punches in (÷) key
5. punches in any numbers in divisor up to decimal point correctly
6. punches in decimal point
7. punches in any numbers in divisor after dec imal point correctly
8. punches in (=) sign
9. records answer correctly

CHECKING ACCOUNT PROGRAM

Terminal Objective:

I. Client will independently identify the parts of a check.

1. Client will identify check number.
2. Client will identify bank number.
3. Client will identify the payee (Pay to the order of...) line.
4. Client will identify the numerical amount line.
5. Client will identify the written amount line.
6. Client will identify signature line.
7. Client will identify name of bank.
8. Client will identify account number.

II. Client will independently make out a check.

1. Client will use top check in checkbook.
2. Client will fill in date.
3. Client will fill in payee.
4. Client will write cash if check paid to self.
5. Client will fill in numerical amount writing dollar amount and $\frac{\text{cents}}{100}$.
6. Client will fill in written amount.
7. Client will draw line from written amount to end of line.
8. Client will sign name.

III. Client will independently fill in check book ledger for check issued.

1. Client will fill in check number in appropriate space.
2. Client will fill in date in appropriate space.
3. Client will fill in to whom check was issued in appropriate space.
4. Client will fill in amount of check in appropriate space.
5. Client will fill in check fee in appropriate space.
6. Client will add amount of check and check fee.
7. Client will write that total from 6 under previous balance.
8. Client will subtract amount of check from previous balance.
9. Client will write in new balance in appropriate space.
10. Client will carry over balance onto top of next page when page is filled.

IV. Client will independently fill in a deposit slip.

1. Client will find deposit slip in back of checkbook.
2. Client will fill in date.
3. If depositing cash, client will fill in amount in appropriate space.
4. If depositing check(s) client will write in bank number of each check next to work "checks".
5. Client will fill in amount of check in appropriate space.
6. If depositing more than 3 checks client will use other side and repeat steps 4 and 5.
7. Client will add total from other side.
8. Client will write in total from other side in appropriate space.
9. Client will add up total amount of deposit (cash, checks, total from other side).
10. Client will write amount in appropriate space next to "TOTAL".
11. If receiving cash back client will write amount needed in appropriate space next to "Less cash received".
12. Client will write in net deposit in appropriate space.
13. Client will sign name if receiving cash from deposit.
14. Client will endorse check(s) deposited.

V. Client will independently fill in checkbook ledger for deposit.

1. Client will fill in date in appropriate space.
2. Client will fill in amount of deposit in appropriate space.
3. Client will write amount of deposit in space below previous balance.
4. Client will correctly add amount of deposit to previous balance.
5. Client will write in new balance in appropriate space.

Terminal Objective: FILLS IN DEPOSIT SLIP FROM MODEL INDEPENDENTLY

Component		Base-Line	Treatment or Treatment Probes						Post
1. Client fills in 19____	Date								
	Data								
	Date								
	Data								
	Date								
	Data								
2. Client fills in first and last name on first line	Date								
	Data								
	Date								
	Data								
	Date								
	Data								
3. Client fills in address on	Date								
	Data								
	Date								
	Data								
	Date								
	Data								
4. Client fills in city, state and zip code on third line	Date								
	Data								
	Date								
	Data								
	Date								
	Data								
5. Client fills in account number on appropriate line.	Date								
	Data								
	Date								
	Data								
	Date								
	Data								
	Date								
	Data								
	Date								
	Data								
	Date								
	Data								

Name:_____ Skill: Banking - Depositing Money in Savings Accoun

Terminal Objective: Client independently deposits money in Fred Meyer Savings.

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
	Date										
1. Client has passbook with self before going to the bank.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
2. Client will endorse all checks to be deposited before going to counter.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
3. Client will get in line to banking window with passbook and checks in hand.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
4. Client will tell teller "I want to deposit these checks"	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
5. Client hands checks and pass-book to teller.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
6. Client waits for teller to fill in deposit slip.	Data										
	Date										
	Data										
	Date										
	Data										

Name:_____ Skill:_____

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
	Date										
7. Client signs slip when teller hands it to client.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
8. Client waits for teller to return passbook and deposit slip.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
9. Client stores deposit slip in passbook.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
10. Client leaves window area.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
13. Client fills in date on money order.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
14. Client fills in who the money order is to.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
15. Client writes in own name and address on money order.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
16. Client fills in amount of money order on receipt stub.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
17. Client fills in date on receipt stub.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
18. Client fills in who money order was sent to on receipt stub.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
19. Client fills in what money order was for on receipt stub.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
20. Client detaches receipt stub and stores in records file.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
21. Client finds money order to match next entry on list.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
22. Client repeats steps 13-21 for each money order obtained.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										

Name: _____ Skill: Client independently withdraws money from Fred Meyer Savings.

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
1. Client has passbook with self before going to bank.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
2. Client will get in line to banking window with passbook in hand.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
3. Client tells teller "I want to withdraw $. ____".	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
4. Client hands passbook to teller.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
5. Client waits for teller to fill in withdrawal slip.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
6. Client signs withdrawal slip when teller hands it to client.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										

Name:_____ Skill: Withdrawing money from Savings Account

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
	Date										
7. Client waits for teller to return passbook, withdrawal slip and cash.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
8. Client stores withdrawal slip in passbook.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
9. Client puts cash in wallet.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
10. Client leaves window area.	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										

BANKING

Terminal objective: Client independently obtains and uses money orders from Fred Meyer Savings

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
1. Client prepares a list of whom he/she needs money orders for and the amount of each.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
2. Client has passbook with self before going to bank.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
3. Client will get in line to banking window with passbook and money order list in hand.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
4. Client tells the teller, "I need _____ money orders."	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
5. Client tells the teller how much each money order is for.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
6. If buying money orders from savings account gives passbook to teller.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
7. Client signs withdrawal or deposit slip when teller hands it to client.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
8. Client waits for teller to return passbook, withdrawal/ deposit slip and money orders	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
9. Client stores withdrawal deposit slip in passbook.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
10. Client leaves window area.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
11. Client finds area to fill out money orders	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
12. Client finds money order to match first entry on list.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										

Initial Cue: "Fill in this money order"

Skill: Filling in a Money Order

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
I. Client finds money order which matches first "billed owed" on list.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
II. Client fills in date on money order.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
III. Client fills in who money order is to.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
IV. Client fills in own name and address.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
V. Client fills in amount of money order on receipt stub.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
VI. Client fills in date on receipt stub.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										

Skill: Filling in a Money Order

Component		Base-Line	Treatment or Treatment Probes						Postchecks		
VII. Client fills in who money order is to on receipt stub.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
VIII. Client fills in what money order is for on receipt stub.	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
	Data										
	Date										
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CENTER MAINTENANCE SKILLS RECORD (2)

Terminal Objective: To independently perform all skills for center maintenance jobs.

Skills Record Cue	Client Response
I "_____, sweep the floor in the _____ room."	1. Client obtains appropriate materials. 2. Client goes to appropriate rooms. 3. Client begins sweeping at one corner of the room. 4. Client sweeps one side of room and then the other, keeping dirt in one pile. 5. Client moves any objects that are moveable and sweeps under them. 6. Client replaces any objects that were moved, back to their appropriate place. 7. Client sweeps around immovable objects. 8. When finished sweeping room, client sweeps dirt in one pile and picks it up with dust pan and throws it away in appropriate container. 9. Client returns materials to appropriate storage.
II "_____, mop the floor in the _____ room."	1. Client obtains appropriate materials. 2. Client goes to appropriate room. 3. Client starts mopping on opposite side of room from where he will come out. 4. Client mops in up and down motion, until he reaches opposite side that he started. 5. Client rinses mop whenever necessary. 6. Client moves any objects that are moveable to mop under them. 7. Client mops around objects that are immovable. 8. Client replaces any objects that were moved back to their appropriate place. 9. When finished, client returns materials to appropriate storage.

Skill Record Cue	Client Response
"_____, clean the (men's/women's) bathroom.	1. Client obtains appropriate materials. 2. Client goes to specified bathroom. 3. Client cleans all inside surface of toilet. 4. Client cleans all outside surfaces of toilet. 5. Client cleans all sink areas. 6. Client cleans all wall areas adjacent to toilet. 7. Client cleans all wall areas adjacent to sink 8. Client wipes all mirrors clean. 9. Client wipes towel dispenser clean. 10. Client makes sure two extra rolls of toilet paper are stored in bathroom 11. Client makes sure one extra package of paper towels is stored in bathroom. 12. Client returns all materials to proper storage.
IV "Empty the trash."	1. Client obtains largest wastebasket from beside time clock. 2. Client empties it in the dumpster outside if it is full. 3. Client empties wastebaskets in each room mens & women's bathrooms, classroom, supply room, front room, group room into the large wastebasket. 4. Client empties wastebaskets, pencil sharpener and ash trays in office into large waste basket. 5. Client empties the large wastebasket into outside dumpster at any time during the process that it becomes full. 6. Client repeats step #5 until all wastebaskets, ash trays, and the pencil sharpener are empty. 7. Client returns all wastebaskets to appropriate places.
V "_____, do the dishes."	1. Client obtains materials needed to perform assigned task and places them on counter in front of self (two tubs, sponge soap, dish towel).

Skills Record Cue	Client Response
	2. Client fills dish tub with hot soapy water.
	3. Client fills rinse tub with warm water.
	4. Client places dirty dishes, cups and silverware in wash tub.
	5. Client washes one item at a time inside and out using a sponge.
	6. Client places washed item in rinse tub.
	7. Client repeats steps 5 & 6 until all dishes, cups and silverware are washed.
	8. Client empties dish water outside.
	9. Client obtains dish towel from coun er.
	10. Client dries one item at a time, inside and out using the dish towel,
	11. Client places dried item on counter.
	12. Client repeats steps 10 & 11 until all dishes, cups and silverware are dry.
	13. Client empties dish water outside.
	14. Client returns dishes, cups and silverware to appropriate storage.
	15. Client wipes off counter top.
	16. Client leaves one dish tub on right hand back corner of counter.
	17. Client returns all materials to appropriate storage.
VI "_____, wash the woodwork."	1. Client obtains appropriate materials. (409 and rag or sponge.)
	2. Client first checks the bathroom door and door jambs, inside and out to see if they are dirty.
	3. Client cleans doors and door jambs that are dirty by spraying first with appropriate amount of 409, then scrubbing with sponge (rag) until clean.
	4. Client inspects remainder of doors and door jambs within center and cleans as necessary using method described in Step #3.

Skills Record Cue	Client Response
	5. Client returns materials to appropriate storage.
"_____, wash the tables and desks in the _____ room."	1. Client obtains materials needed to perform assigned task (plastic tub, sponge, soap). 2. Client goes to appropriate room. 3. Client starts at one end of table or desk and wipes using a circular motion, until all areas are clean. 4. Client rinses sponge as needed and repeats step 2 for all tables and desks. 5. Client returns all materials to proper storage.
VIII "_____, clean the group room counters".	1. Client obtains materials needed to perform assigned task. (Jubilee, sponge, clean cloth.) 2. Client pours small amount of Jubilee onto damp sponge. 3. Client starts at one end of counter and rubs surface with sponge until all areas of counter are covered. 4. Client takes clean cloth and starts at one end of counter wiping up all areas of where Jubilee was applied. 5. Client repeats steps 2-4 until all counters are cleaned. 6. Client returns materials to proper storage.
IX "Vacuum the rug in (specify room)"	1. Client obtains appropriate materials. 2. Client goes to appropriate room. 3. Client plugs in vacuum. 4. Client turns vacuum on. 5. Client begins to vacuum at one corner of the rug. 6. Client moves objects to vacuum under them. 7. Client vacuums around immovable objects. 8. Client continues vacuuming until the whole rug has been covered and there is no visible litter remaining. 9. Client returns objects that he has moved back to appropriate places.

Skills Record Cue	Client Response
	10. Client returns materials to appropriate storage.
X "_____, wash the windows."	1. Client will obtain appropriate materials. (Newspapers, ladder and spray bottle of window washing liquid.)
	2. Client will go to designated windows.
	3. Client will spray a 3' x 3' section if smaller than 3' x 3'.
	4. Client will crumple up one separated piece of newspaper.
	5. Client will wipe sprayed section of window until dry.
	6. Client will wipe edges and corners.
	7. Client will check for streaks and wipe to remove.
	8. Repeat steps 3-7 until entire window is clean.
	9. Client will tell supervisor that he/she is done.
	10. Client will return materials to appropriate storage area.
XI "_____, clean the refrigerator."	1. Client obtains materials needed (sponge and dishpan with warm soapy water).
	2. Client goes to appropriate room.
	3. Client removes all food and food stuffs from refrigerator section of refrigerator.
	4. Client removes crisper bins from refrigerator.
	5. Client wipes out all inside parts of refrigerator, including door.
	6. Client wipes off outside of door.
	7. Client wipes out crisper bins and replaces.
	8. Client replaces food.
	9. Client returns materials to appropriate storage.

Skills Record Cue	Client Response
XII "_____, defrost the refrigerator and clean it."	1. Client obtains materials needed (large towel). 2. Client goes to appropriate room. 3. Client removes all food and food stuffs from refrigerator section of refrigerator. 4. Client removes all food and food stuffs from freezer section of refrigerator and cares for appropriately. 5. Client turns dial to "stop" and unplugs refrigerator. 6. Client removes glass shelf (above crisper bins) from refrigerator and puts in appropriate place. 7 Client makes sure crisper bins are pushed in as far as they will go. 8. Client places towel in front of crisper bins on refrigerator ledge to prevent water from running on floor. 9. Client leaves refrigerator and freezer doors open. 10. Client returrs to other assigned job until refrigerator condition requires attention. 11. Client wrings towel out outside as necessary 12. Client empties crisper bins and meat tray as necessary when full. 13. Client checks periodically to make sure ice is melting. 14. Client empties meat tray and crisper bins for a final time when all ice is melted. 15. Client wrings out towel for a final time and hangs to dry appropriately. 16. Client obtains dish pan of warm soapy water and sponge. 17. Client wipes out all inside parts of refrigerator and freezer, including doors. 18. Client wipes off outside of door. 19. Client wipes out crisper bins and meat tray and replaces. 20. Client wipes off glass tray and replaces.

Skills Record Cue	Client Response
	21. Client replaces food and shuts doors.
	22. Client returns materials to appropriate storage.
XIII Dusting. "_____, dust the (name room)."	1. Client obtains needed materials.
	2. Client goes to appropriate room.
	3. Client dusts all tables (tops and legs) removing all visible dust.
	4. Client dusts all chairs removing all visible dust.
	5. Client dusts all window sills removing all visible dust.
	6. Client dusts all woodwork removing all visible dust.
	7. Client dusts all heat registers removing all visible dust.
	8. Client dusts all bookshelves, carefully removing all objects and replacing in appropriate place when all visible dust is removed.
	9. Client checks all ceiling areas and removes any cobwebs.
	10. Client returns all materials to proper storage.

WORK ADJUSTMENT SKILLS RECORD (3)

I. **Behavior:** Client is on time to work at 9:00 a.m., 10:45 a.m. and 1:00 p.m. On time means in line to punch in before 9:00 a.m. or 1:00 p.m. and <u>at</u> work station by 10:45.

Record X for on time, 0 if late or requires further assistance for five consecutive days.

	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00
Date															
Data															

Criteria for training program: Less than 14/15 on time.

Comments: _____

_____

_____

II. **Behavior:** Client goes immediately to his/her appropriate work station after punching in at 9:00 a.m. and 1:00 p.m. and at 10:45 after morning break. Record X if at appropriate work station, 0 if at wrong work station or needs further assistance for five consecutive days.

	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00
Date															
Data															

Criteria for training program: Less than 14/15 correct

Comments: _____

_____

_____

III. **Behavior:** Client notifies center when absent or arranges for someone else to do so before 8:30 on day absent.

Record X if notifies center or someone else does, 0 if center is not notified by 8:30 a.m. on day is to be absent. Record for 10 consecutive days that the client is absent from work.

	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00
Date															
Data															

Criteria for Training Program: Any 0's.

Comments: _____

_____

_____

IV. **Behavior:** Client willingly approaches time block when work time is indicated (can receive verbal cue) w/o any physical assistance within 5 seconds of cue.

Record X when approaches within 5 seconds of cue, 0 if is non-compliant or requires physical assist.

	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00	9	10:45	1:00
Date															
Data															

Note: If non-compliant record the duration of the non-compliance

Date															
Time															
Duration															

Criteria for Training Program: Less than 14/15 correct or is non-compliant for more than 5 minutes duration.

Comments: _____

_____

_____

V. Behavior: Client is on task (actively attending to assigned task)

Record % of time client is on task for 5-15 minute time samples.

Date						Total Time on Task %_____.
Data						

Note: Use stop watch to record amount of time client is on task. Whenever client is off task stop the time, start again when client goes back on task. If client is sitting with hand raised appropriately he/she is on task.

Criteria for Training Program: Client total on task time is less than 90%.

Comments: _____

_____

_____

VI. Behavior: Client works in group production setting without causing disruptions to his/her training or training of anyone else in the group.

Record X at each occurrence of behavior that disrupts his/her teaching or training of others in the group for five consecutive days.

Date					
Data					

Criteria for Training Program: Any occurrences of behavior disruptive to his/her training or training of anyone else in the group.

Comments: _____

_____

_____

VII. Behavior: Client raises one hand above head whenever he/she needs more material, is finished with his/her task or has a legitimate problem doing the assigned task.

Record X each time raises hand appropriately, 0 each time does not raise hand when he/she should have or if raises hand w/o legitimate reason for 5 consecutive days.

Date					
Data					

Criteria for Training Program: Less than 90% x's out of all data recorded.

Comments: _____

_____

_____

VIII. Behavior: Works on task at assigned job for 90% of time w/o prompts or reinforcers for .5____, 1.0____, 2.0____ hours.

.5 hour

Date					
Data					

1.0 hour

Date					
Data					

2.0 hour

Date					
Data					

Criteria for Training Program:

.5 hour - any X's over 5 time samples.
1.0 hour - more than 1 X over 5 time samples.
2.0 hour - more than 2 X's over 5 time samples.

Comments: _____

_____

_____

IX. **Behavior:** Client works at a minimum of 50% of the norm for non-handicapped workers. (Note: data should only be taken on renumerative tasks that client has received skill training on.)

Record % of production at the end of each of 6 consecutive weeks on one job.

Work Ending						
%						Average %_____

Criteria for Training Program: More than 2 occurrences of giving command/ request more than 1 X and/or more than 2 occurrances of duration to compliance above 5 seconds.

Comments: _____

_____

_____

Criteria for Training Program: Average % falls below 50%.

Comments: _____

_____

_____

X. **Behavior:** Client produces no more than 3% rejects of total pieces produced.

Record % of rejects for 5 consecutive days.

Date					
Total Pieces					Total % Rejects ____
Rejects					
% Rejects					

Criteria for Training: Average percentage of rejects as above 3%.

Comments: _____

_____

_____

XI. Behavior: Client complies with command/request within 5 seconds (or initiates action to comply with command request). Command request given one time only.

Record X each time command/request is repeated more than one time to maximum of three. Record duration of time till client complies or initiates action to comply for five consecutive days.

Date										
	C	D	C	D	C	D	C	D	C	D
Data										

C = Command

D = Duration